

2013 Teen Excursion Camp Parent Handbook



Camp Hours of Operation

	<u>Dates</u>	<u>Days</u>	<u>Times</u>
Session 1	6/24-6/28	M-F	8:30am - 5:00pm
Session 2	7/1-7/5	M-F*	8:30am - 5:00pm
Session 3	7/8-7/12	M-F	8:30am - 5:00pm
Session 4	7/15-7/19	M-F	8:30am - 5:00pm
Session 5	7/22-7/26	M-F	8:30am - 5:00pm
Session 6	7/29-8/2	M-F	8:30am - 5:00pm
Session 7	8/5-8/9	M-F	8:30am - 5:00pm

*No camp Thursday 7/04

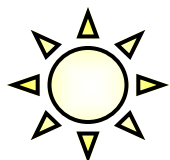
Town of Vienna Department of Parks & Recreation

120 Cherry St. SE
Vienna, VA 22180
703-255-6360

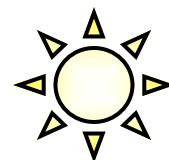
Camp Coordinator
Brandy Wyatt
703-255-5721

OUR PURPOSE

Our purpose is to provide teens a chance to experience adventures each day. Teens will participate in challenge by choice activities such as rock climbing, kayaking, and more.



Look Inside for Your Guide to Summer Fun!



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www.viennava.gov

Camp Information

Management and Administration

Staff supervision and daily program operation is the responsibility of the Camp Coordinator. Please call with questions or concerns related to the program, fee payments, and activities.

Teen Excursion Camp Contacts

**Community Center Office
(Front Desk)**
703-255-6360

Brandy Wyatt
Camp Coordinator
703-255-5721 (W)
Bwyatt@viennava.gov

Amy-Jo Hendrix
Recreation Program Supervisor
703-255-6357 (W)
Ahendrix@viennava.gov

Cathy Salgado
Director of Parks & Recreation
703-255-6356 (W)
Csalgado@viennava.gov

STAFF RATIOS
Staff to camper
ratio is 1 to 18

REMINDER

It is necessary to have ALL forms filled out completely, with proper signatures and phone numbers. If any of the information is found to be incorrect, your child will not be allowed to return to camp until the correct information is provided. Most of our forms are online at our website www.viennava.gov on the Parks and Recreation page.

LATE PICK UP

The camp is open from 8:30am - 5:00pm Monday through Friday. **Do not leave children at the Community Center before 8:30 am. You must pick them up by 5:00 pm.** We cannot be responsible for your child's safety before or after program hours. If this is an issue, you can enroll in the Club Phoenix Teen Center program.

***We realize emergencies do occur, but please phone the Community Center office if you will be late. Parents who are late picking up their child will be charged a \$15 fee for any portion of each hour. This fee must be paid before the child can return to the camp. After the **second occurrence** the child will not be permitted to continue in the program and no refunds will be issued.

REFUNDS AND CREDITS

Camp fees must be paid in full at the time of registration. All requests for refunds prior to 14 calendar days prior to the start of the camp will incur a 50% penalty or \$100 max per camp session.

There will be no refunds or credits less than 14 calendar days prior to the start of camp, unless a doctor's note is presented and we can fill the spot. Once the vacant spot is filled and paid for, we will issue a full refund.

A transfer can be made 14 calendar days prior to the start of camp without a penalty incurred. All transfers and/or cancellations must be made in writing.

Camps will be cancelled if they do not meet the minimum number two weeks prior to the start.

EMERGENCY PICK-UP

Two emergency contacts other than the parents or guardians must be listed on each teen's form before a teen will be admitted to the program. Emergency contacts must be within a 15 mile radius of the community center during program hours.

One of these emergency contacts will be called if a parent or guardian cannot be reached to pick up the teen in the event of an emergency. If a teen is not picked up within 15 minutes of the close of the program and a parent or guardian cannot be reached, emergency contacts will be called to pick up the teen. Off site at daily adventures - parents are required to pick up teen within 1 hour of call.

Camp Information

WHAT TO BRING TO CAMP

Campers are required to bring a bag lunch, snacks, and drinks (please no glass bottles). Microwaves and refrigeration are **not** available. Appropriate clothing for daily excursions and closed toed shoes are required.

TEEN'S BELONGINGS

A designated area will be provided for teen's personal belongings. All teens are encouraged to have a book bag or backpack for their belongings. Campers are strongly **discouraged** from bringing valuable items to camp i.e.... iPods, cell phones, and portable game systems. *The Town is not responsible for lost or stolen items.*

VAN RULES

- Teens must wear seatbelts at all times.
- Teens must follow the directions of the driver.
- Eating and drinking are not permitted on the van.
- Teens must face forward at all times.
- Teens may talk quietly on the van but may not yell or make large movements.
- Hands, feet , clothing etc. must stay inside the van at all times.
- Teens, age 13 and older may sit in the front passenger seat of the van.

See page 7 for our Phone
and Electronics
Use Policy

WEATHER POLICY

The Excursion camp is based on outdoor activities. We will take into consideration the weather and heat. Teens are to bring plenty of water to camp. We will monitor the teens during activity to maintain safety. Alternative plans will be made, if necessary.

SUNSCREEN USE

Parents should indicate on the program registration if their teen is sensitive to sun exposure and if the teen is allergic to any sunscreen products. **Children must apply their own sunscreen. Camp staff will not. Please apply sunscreen before camp, and send extra. We will be outside the majority of the day.**

CAMP CONDUCT

- Teens will be respectful to each other, the facility, the property of others and the staff.
- Teens are expected to exhibit good sportsmanship at all times.
- Teens must use proper language at all times.
- Teens are required to stay with their designated group and leaders during the camp and adhere to designated camp boundaries.
- Teens must follow site, playground, and safety rules.

MEALS

Teens should bring a lunch each day Beverage machines are available in the Community Center. Sodas and fruit juices are \$1.25. If your teen will use the vending machine, please send him/her with the correct change. Beverages may be brought from home, however, do not send glass bottles. Teens can purchase food from the teen center in the afternoon. The teen center does not accept bills higher than \$5.00.

Health & Emergencies

COMMUNICABLE DISEASES

Please call the Camp Coordinator if your teen will not be attending the program for any reason.

Fever Policy - According to the Health Department, teens with fevers are not necessarily contagious. Also fevers may vary and come and go. It is our policy that teens do not attend camp if they have a fever. An oral temperature of 101 degrees Fahrenheit is considered high and the teen should go home. Teens who have been sick and running a fever of 100 degrees should remain home for at least 24 hours after the fever breaks, unless they have a note from a physician authorizing their attendance. Teens should not attend the program if they are vomiting, or have diarrhea or are not capable of caring for themselves.

If a teen enrolled in the program has a communicable disease, the parents are to notify the Camp Coordinator immediately. The parents of the other teens will be notified. Teens who have had a communicable disease may not return to the program unless they have a doctor's note stating they are no longer contagious.

III OR INJURED TEENS

If a teen becomes ill or is injured while at the program the parent will be immediately contacted. If the parent is not available, an emergency contact person will be called. Teens will be taken to and cared for at the camp site or off-site office until they are picked up. **In an emergency, and as appropriate, the teen will be taken by the local rescue squad to the closest emergency facility. A parent or guardian will be immediately notified.** Either parent or emergency contact person should be within 15 miles of the community center to pick up the teen if they become ill or needs to go home. Off -site, emergency contacts or parents should be within 1 hour's drive.

MEDICAL AUTHORIZATION FORM

Please be sure the staff is informed of any allergies or special health problems your teen might have. Administer any medications prior to coming to camp. Staff will not be responsible for administering medication. If a teen must take medicine during the course of the day a Medical Authorization form is required, and can be found online at www.viennava.gov on the Parks & Recreation webpage.

HEALTH

Do not bring sick teens to the program. Parents will be called to come and pick up sick teens. This is for the protection of all the teens and staff in the program. Please administer any medications prior to coming to camp. Staff will not be responsible for administering medication. A medication release form is to be completed and turned into the camp staff for any medications that must accompany a teen to camp (epi-pens or inhalers).

ALLERGIES/SERIOUS HEALTH CONCERNS

Inform the staff of any serious health concerns or life threatening allergies. We do a lot of outdoor activities, in which we can engage bees or poison ivy, etc. It is imperative that we are aware and vigilant in the event of a medical crisis. Please fill out a Medical Authorization form for any medication that must accompany the teen to camp.

If your teen has a serious food allergy, please advise the staff at least one week prior to the camp. We will then send a letter to all camp participants informing them of the allergy and asking them not to send any of these food items with their children. We will NOT put in any information about your child in the letter. If you have any questions or concerns, please contact the Camp Coordinator.

Teen Camp Calendar

<i>All days are subject to change without notice</i>	Monday	Tuesday	Wednesday	Thursday	Friday
June 24-28 125400 A1	High Ropes Course	Splashdown Water park	Shadowland Laser tag	Fishing	Flat Water Tubing
July 1-5 125400 B1	The EDGE Roped Course	Great Waves Water Park	Sailing	No Camp	White Water Rafting
July 8-12 125400 C1	Kayak DC Monuments	Signal Bay Water park	House of Bounce	Splash Down Water Park	Rock N River
July 15-19 125400 D1	The EDGE Ropes Course	Shadowland Laser Tag	Fishing	Ocean Dunes Water Park	Biking the C&O Canal
July 22-26 125400 E1	Rock Climbing	Potomac Nationals Game	Great Waves Water Park	Washington Nationals Game	Kings Dominion
July 29 - August 2 125400 F1	Central Park Funland	High Ropes Course	Kayaking Algonkian Park	Splashdown Water Park	Duckie Trip
August 5-9 125400 G1	Canoeing	Kayaking	Rebounderz	Water Works Water Park	Six Flags

Policies & Discipline

POLICIES

This program is for teens 11-15. If teens are found to be under the age of 11 or over the age of 15, parents will be notified and the teen will be withdrawn from the camp, **no refund will be given**. Please indicate on the form if your teen walks, bikes, carpools. If your teen is allowed to come and go from the camp at his own discretion, we must have your written permission for him to do so. This includes teens who walk or ride bikes to the camp. Please notify the camp counselors in writing if someone other than individuals listed on the emergency sheet will be picking up your teen. The counselors are not responsible for the teens prior to the start or once they leave the camp.

*The Recreation Department does not provide accident insurance. Payment for medical services as a result of an accident/injury is the responsibility of the parent.

An emergency information sheet needs to be completed for each teen. You must return this sheet to the staff the first day the teen attends the camp. We must be able to reach parents or legal guardians during the day in case of any emergency. If you cannot be reached by phone, we will be unable to accept your teen in the program. If your teen becomes ill or needs to be picked up, you or a designated person needs to be here within 15 minutes or off site, within 1 hour.

TEENS SHOULD LEAVE ALL PERSONAL ITEMS AT HOME. WE CAN NOT BE RESPONSIBLE FOR THESE ITEMS IF THEY ARE LOST OR STOLEN.

DISCIPLINE

If a teen is dismissed from the camp, no refund will be given. We reserve the right to dismiss a teen if they disobey the established rules of the camp over a period of time or unable to participate in a group or daily adventure. The following are some examples of behaviors/actions that will not be tolerated against other teens or staff members, and will be just cause for disciplinary actions: *Temper tantrums, verbal assault/profanity, stealing.*

Immediate Dismissal: *Hitting, fighting, physical assault, weapons, tobacco, drugs, alcohol, biting, spitting, refusal to cooperate, leaving the park property/group, misconduct, and bullying.*

No refunds will be given.

DISCIPLINARY ACTION PROCESS

The formal Disciplinary Action Process, is documented and is as follows:

- First offense-Counselor will talk to the teen and notify parent. If the incident occurs prior to noon and the parent arrives prior to noon the teen will be suspended from the camp for the afternoon. If the incident occurs in the afternoon the teen will be suspended the following day.
- Second offense – Suspension and/or dismissal is considered. The counselor and supervisor will notify parents.
- Third offense - Dismissal. Parents will be notified and a meeting scheduled with the Camp Coordinator.

Teens that have been dismissed from the program for disciplinary reasons will not be permitted to continue in any community center or teen center program for the remainder of the summer.

NO REFUND WILL BE GIVEN FOR DISMISSAL

BULLYING POLICY

“Bullying is when a person or group or people repeatedly use words or actions to cause physical or emotional harm to another person” – Fairfax Partnership for Youth

When bullying occurs at Teen Excursion Camp, the following might occur:

Verbal Bullying

1. Bullies will receive a verbal and/or written bullying education from staff.
2. The bully will be given the opportunity to mend things up with the person or persons they have bullied (i.e. writing a letter of apology, etc.). Bullies, who refuse to discuss bullying with staff or continue to bully will have their parents called. They could be suspended or banned from the Teen Camp.

Physical Bullying

1. Bullies that are physical with their targets will be immediately suspended and parents called.
2. If the bully continues the physical assaults, they will be banned from the Teen Camp.

Policies & Procedures

FAQ's

1. *Who are our counselors?*

Our staff are college aged men and women, trained in First Aid, CPR & AED, and safety. They are energetic, creative, and lots of fun!

2. *What do you do?*

A pre-scheduled excursion will happen daily. Some excursions do not take the whole day. Campers will have to opportunity to participate in sports, do arts & crafts, dance, sing, do races, create skits, and more. The camp will be at the teen center when not on excursions.

3. *What are your special events?*

See our calendar for more information. The calendar is subject to change.

4. *What should my teen wear to camp?*

Your teen should wear cool clothing, such as shorts and t-shirts. For the teens comfort and protection, all children must wear closed toed shoes. Open toed sandals, flip flops, shoes with heels or swim shoes are not appropriate for camp. In addition, your teen will be involved in messy activities at times, so please do not send your child in clothing that cannot get soiled. Appropriate dress is required for each excursion.

6. *What does my teen need to bring each day?*

All campers need a packed lunch daily. All food from home must be dated daily and labeled with camper's name. It is preferable that lunches are packed in thermal containers; there is no refrigeration on site. Glass containers are prohibited. Your teen also needs two separate snacks and ample water throughout the day. Please write your campers name on all belongings.

7. *Should my child bring a water bottle?*

To help prevent heat related illnesses campers should bring a water bottle and plenty of anti-dehydration beverages such as Gatorade or PowerAde. Please write your campers name on all belongings. Do not send energy drinks with your camper, like Red Bull or Monster.

8. *What are all these forms for?*

It is very important that all forms that are sent home prior to the start of camp be returned on the first day of camp. They must be filled out completely and signed. Each of our excursion vendors requires their own release and waiver form. Your teen will not be able to attend the daily excursion without a signed form.

SUSPECTED CHILD ABUSE

Any suspected cases of child abuse shall be reported to the child abuse hotline at 1-800-552-7096.

SPECIAL ACTIVITIES

Some of our special activities require that a teen bring materials such as for a craft project, bathing suit or extra clothing for water activities. Please be sure your teen brings the required items so he/she can participate in the activity. Movies may be shown as a special event rated G or PG.

DAILY SCHEDULE

Weather permitting, activities will be held outside. Schedule is subject to change depending upon the weather and facility availability. Our planned daily schedule includes an excursion and plans for activities to fill the day. A calendar will be available at the beginning of each week.

ENROLLMENT

There will be no registrations accepted on Monday morning. If space is available all registrations must be completed by Friday 3:30 p.m. of the preceding week. Weekly fees will **not** be prorated for absenteeism/tardiness.

Reminder:

We are not responsible for campers prior to & after camp hours. Please ensure campers participating in the program will be dropped-off/picked-up in a timely manner adhering to our policies and procedures.

REQUESTS FOR ACCOMMODATIONS

The Town of Vienna does not discriminate on the basis of disability in the administration or access to or treatment or employment in its programs or activities. The ADA coordinator for the camps is the Recreation Program Coordinator/teens 703-255-5721.

ELECTRONICS AND PHONE USE POLICY

Teens are encouraged to leave all electronics and phones at home. If they do bring them to camp, they may be used only in transit to and from the daily activities and to contact a parent or guardian. The purpose of Teen Camp is to get the teens engaged in the outdoors and other adventures. Electronics and phones are not part of that experience. All electronics should remain secure with the teens belongings during the daily adventure.